

These are the minutes of the Regular Session of the City of Adams, WI held on March 5, 2012 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Jensen, Manthey, Marti, Scott, Suhr, Mayor Baumgartner, Administrator Ellisor, Attorney Pollex, Chief Hanson and Street Superintendent Mead. Alderperson Kierstyn was excused.

The Pledge of Allegiance was recited.

Motion by Scott, second by Jensen to approve the minutes of the February 20, 2012 meeting as printed. Roll call vote, all voted aye.

Petitions and Communications: None

Report of Standing Committees:

Finance Committee:

Discussion was held regarding the approval of computer system and software. It was explained that computer system hardware had already been purchased but that the consultant planned for installing the upgrade was no longer available to complete it. Manthey recommended that computer consultant proposals be obtained for consideration at the next Finance Committee meeting. It was noted that the computer equipment that had been purchased requires Council approval.

Recommendation by Manthey, Second by Marti that Council approve purchase of Computer Server Hardware for an amount of approximately \$5860.00.

The City Administrator provided the Finance Committee an update from the Personnel Committee about discussions regarding Clerk's Office and Police Department administrative staffing. Administrator Ellisor referenced discussion about a three-quarter time administrative position in the Police Department. Manthey and Marti questioned the need for any more than a part-time position in the Police Department.

The Committee was updated on the 2012 Centennial Celebration activities and the \$9,000 of City funding support of the event. The City Administrator advised that the Worker Compensation modification factor dropped significantly which should also decrease annual premium costs.

EDA bid opening is scheduled for March 8th at 2pm. Un-audited year end budget figures were provided and received. Upon cursory review, year end budget outcomes appear favorable.

Personnel Committee:

Chief Hanson stated that an ad for the Administrative Part Time position has been placed in the paper and is due back April 6, 2012. The ad stated wages & benefits will be determined upon qualifications.

Administrator Ellisor stated that there has been discussion on a three-quarter position at approximately thirty-two (32) hours per week. There already is a part-time allowance in the Chief's budget for a half-time position and there's also half the health insurance cost. Roughly \$26,000 - \$27,000 that is coming out of the Police budget already for Administrative services. Health Insurance is prorated. The wage itself for the position is going to be \$24,000 - \$25,000, maybe more if there is no benefit cost to go with it.

Administrator Ellisor reviewed the final revisions of the Personnel Administrative Handbook.

Discussion was held on Compensation or Performance Evaluation Data of Department Heads and Non-Union Positions. Administrator Ellisor stated in general they are the same with the exception of the relevant changes to the retirement and health insurance contributions and

includes the 3% wage adjustment and 5% for Bob White. Recommendation by Kierstyn, second by Jensen to approve the Resolutions and Agreements as presented.

Report of City Officers:

Mayor Baumgartner: Reported that we are looking at a meeting on March 29th to call together the community members who came to the first revitalization meeting to try to get a feel if we have enough interest to go forward. Letters will be going out in the next week to announce the meeting.

Administrator Ellisor: Reported that as a reminder the bid returns are due March 8th at 2pm for the EDA South Business Park project. He will not be available as he will be at a conference, however, Clerk Winters with the help of MSA will handle the bid opening.

Street Superintendent Mead reported we are trying to catch up on water meter change outs and vehicle maintenance. We are also starting to remove the fence at Wellhouse #2 and will be reusing the fence at the City nursery. We will be working on that this spring and summer trying to get that in place. He will be in class the next few days with Mr. White on electrical, plumbing, and building codes and updates.

Attorney Pollex: Reported he has been working on pre-trials this week along with other City work. The inspector stopped by to say that with Spring rolling around he will be following the instructions of the Council by attempting to address the perpetual non-compliance with uninhabitable structures in the City. We hope to accomplish at least one structure a year as the entire process can take from six to eight months to complete.

Chief Hanson: Reported that the department received a communication grant in the amount of \$5,000 for an upgrade to two mobile and two portable radios. The grant was written by Jane Gervias, to whom we owe a thank-you. The upgrade will take place in April of this year along with the conversion of the radios to narrow band. He also reviewed the 2011 Annual Police Report and the programs the department participated in 2011. He also reported he is submitting on-going quarterly reports to the federal government for the COPPS Grant.

New and Unfinished Business:

The status of the Housing Authority Contract has not changed as no reply has been received.

There has been no appointment made to date for the Public Works Committee member.

Motion by Marti, second by Suhr to Approve the Purchase of a Network Server and Related Equipment. Administrator Ellisor stated that he and Clerk Winters spoke to MSA and they are going to install the hardware. Then we have to look at a separate proposal for the technical support of the software and the upgrades that would be involved with that. **Roll call vote, all voted aye.**

Motion by Marti, second by Jensen to Table New and Unfinished Business Agenda items 4 thru 13 inclusive until they can be discussed and recommendations can be made by the Finance Committee. Roll call vote, Scott, Suhr, Jensen and Marti aye. Manthey, nay.

There were no new Operator Licenses to approve.

Motion by Marti, Second by Scott to Approve Issuance of Temporary Class "B" (Special Picnic) License to Knights of Columbus #6718 for their annual Cornbeef & Cabbage Dinner. All voted aye.

Motion by Jensen, second by Suhr to approve the Payment of Bills. Roll call vote, all voted aye.

Motion by Marti, second by Scott to Adjourn from Open Session and Reconvene in Closed Session for Deliberating or negotiating the purchase of public properties, the

investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – consider acquisition/purchase of public property (land) with the City – SS 19.85 (1) (e). All voted aye.

Mayor Baumgartner called the closed session to order. On roll call were Alderpersons Jensen, Manthey, Marti, Scott, Suhr, Mayor Baumgartner, Administrator Ellisor and Attorney Pollex.

Discussion was held.

Motion by Marti, second by Suhr to adjourn. All voted aye.

Meeting adjourned at 6:40 P.M.

Respectfully Submitted,

Jeanne G. Gostomski
Deputy Clerk/Treasurer